



**SAVORY ROOTS
COORDINATING GUIDE
WEDDINGS**



WEDDING COORDINATING GUIDE

We look forward to partnering with you in planning the special day! Here are some things we think are important for you to know about us as you finalize the details. We encourage you to share this guide with your coordinator!

STAFF ARRIVAL TIME

Our standard staff arrival time to begin setting up is a maximum of 2 hours prior to ceremony start time. This non-contractual arrival time is based on the distance of your venue, type of event and more. If the ceremony is off-site, this time might be pushed back by a particular amount.



SERVICE TIME

Our contracted service time is listed on your current proposal. Service time begins at the start of serving food and beverage. We will clear all tables of dinnerware & trash and remove trash accumulated up until the end of service time. Our staff are not responsible for removing tablecloths, decor items or personal belongings. Additional service hours are available but must be added to the proposal for payment prior to the final payment due date. See "Bar Service Time" below for information on specific bar service hours.

FINAL PAYMENT

Your final guest count and final payment are due 10 days prior to the event. Any additional rentals, dietary restrictions, vendor meals, service time revisions, menu changes, bar details, etc. are due by 14 days prior so that we may have enough time to edit the proposal, resend for approval and collect final payment by the due date.



GRATUITY

Gratuity for our serving staff is not included on your proposal. Therefore, if you believe our team went above and beyond expectations, they are always very thankful for any gratuity received. If you would like to generously give an envelope of cash to our team, please make sure that you separate the gratuity for our serving staff and bartenders (for a total of 2 envelopes). Please hand the serving staff's gratuity only to the Banquet Captain. If there is more than 1 bartender, please give their envelope to the head bartender. Serving staff and bartenders do not share gratuity.

VENUE KITCHEN FEE

If the venue requires a kitchen/estate fee to be paid by the caterer, this cost must be passed on to you on the proposal for final payment. This will then allow us to write a check for the balance owed to the venue prior to your date. Please inform our team as soon as possible if this fee needs to be added to the proposal. We want to do our best to avoid any last minute charges to clients.

LAST MINUTE CHANGES

If there are any last minute changes to the details of your wedding that we need to be informed of, this must be turned in by the last business day before the event (Tues to Fri) by 4 p.m. so that our coordinator has enough time to inform the team of any changes.

TIMELINE

The final event timeline is due preferably 30 days prior to the event. If you do not have the official timeline complete yet, these are the most important times we must know as soon as possible.

- Ceremony Time
- Cocktail Hour
- Reception Start Time
- Dinner is Served
- Toasts
- Cake Cutting
- Any other important events occurring in which you think are important for our staff to know.



BAR SERVICE TIME

Our contracted bar service time is listed on your current proposal. This time runs continuously. We do not pause bar service time for a particular amount of time during the event to extend it to a later end time. Additional hours of bar service may be added to your proposal, but this must be done prior to the final payment due date. The maximum length of bar service we can provide is no more than 6 hours. Our policy is that our bartenders must stop serving 30 minutes prior to the end of the reception. Last call is normally announced 15 minutes prior to the end of bar service time.

BAR STRUCTURE REQUIREMENT

An approved, professional bar structure is required at your venue in order for us to provide a bar package. You may choose to rent a structure from Savory Roots or another rental company. Please see our website for images and pricing of bar structures available for rent. Limited availability.



MULTIPLE BARTENDERS

If your guest count requires 2 bartenders, it is best they stay together at the same bar structure for the entire duration of service. Please partner with us to discuss the details, as each event and venue is very unique. Additional charges may apply if you prefer bartenders at different bar structures. This must be solidified before your final payment is due.

BEVERAGE STATION

Our complimentary beverage station is included in all events with dinner service. It consists of fruit and herb infused water, sweet tea, unsweet tea and coffee. This station is only available for dinner service. Coffee is normally set out at dessert time. If your event does not have a bar (either with Savory Roots or another vendor) and Savory Roots is the sole provider of beverages for the entire duration of your event, it is a \$2 pp upcharge. This station is to be broken down at the end of our service time, so if the reception ends long after we leave, it is recommended that your bartender keep water at their bar for guests who might need it. If you do not have a bar, we recommend extending our service time so that your guests can continue to enjoy the beverage station until the end of reception.

WATER GOBLET

If you're renting dinnerware through Savory Roots, we will set them out at each place setting and fill the goblets with ice water just prior to reception start time. Your guests may then re-fill their glass at our complimentary beverage station. Please see "WATER TABLE SERVICE" for more information on plated and family style dinners.

WATER TABLE SERVICE

Limited table service (refilling water glasses for each guest during dinner service only) are only included with our Family Style and Plated dinner services. If your package does not include this service and you are interested in adding this on, please partner with our team for details at least 30 days prior to your date. Additional staffing and charges apply. Last minute requests cannot be accommodated.



VENDOR MEALS

The price we charge for vendor meals is only the dinner portion of your contract (not appetizers, bar or dessert). If you have chosen to purchase meals for those vendors staying through dinner service time, we kindly ask, as a respect for the bridal party, family and guests, that your vendors come through the buffet/station lines last. If the dinner service is plated or family style, we will serve your vendors in our catering prep space/kitchen after all of the other guests have been served. Please partner with us if we need to accommodate any of your vendors that need to enjoy dinner earlier. We can also accommodate dietary restrictions, but these must be turned in to our team no later than 14 days prior to your date.



CAKE CUTTING

We cut and serve your wedding cake complimentary and also provide disposable cake plates and forks for your guests. You must provide a box for the top tier of your cake if you wish to save. Please partner with us on any specific instructions or special requests. Please make sure your cake cutting and serving time falls within our contracted service time. If you need additional service time to accommodate a later cake cutting time, this must be added on to your proposal 10 days prior to the date.

DIETARY RESTRICTIONS

Savory Roots can accommodate most dietary restrictions and allergies. We will gather this information starting at the 30-day mark and will make recommendations for each individual separately. This may require a special meal for an additional charge. In the case of severe dietary restrictions (celiac, nut allergy, etc), please inform your guests that we cannot guarantee no cross-contamination.

CHAMPAGNE TOAST

If you need our staff's assistance in pouring champagne for a toast, please partner with our team well in advance as you are building the final timeline. We want to make sure this does not interfere with the service we have promised you. For example, if your toast is right before or during dinner service, we cannot pull staff away from their current duties preparing for and/or serving dinner. Extra staff may be required for an additional charge.



COCKTAIL HOUR APPETIZERS FOR THE COUPLE

Our staff will be happy to serve the special couple appetizers during cocktail hour. If they do not get a chance to enjoy, our team will place a small plate or tray of these appetizers on their reception table. Please partner with us on any special requests.

LEFTOVERS/TO-GO BOXES FOR THE COUPLE

Our catering policy states no leftovers are to be packed for the client or guests. If you insist on taking leftovers home after the event, you must sign our Leftovers Waiver BEFORE the day of the event. Leftovers are NOT guaranteed. The venue must have the proper refrigeration, and you must provide your own containers. Our staff does not bring extra disposable boxes to events for last minute requests.

TABLES AND LINENS

Our team provides all of the tables necessary for food service and beverage service (see BAR STRUCTURE REQUIREMENT). This includes black linens. If you wish to use a different colored linen for the buffet tables, we are happy to rent them for an additional charge. If your venue has tables we can already use, please let us know so that we may plan accordingly. We do not rent out table linens for guest tables, etc.



RELEASING TABLES

If you have chosen either buffet or station dinner services, we would prefer if a coordinator, DJ or other vendor help to release tables during dinner service. Our entire serving staff will be occupied at the buffet/stations serving guests.

DINNER SERVICE TIMING

If you have chosen our buffet or stations, we allow at least 45 minutes to 1 hour of serving time, then break everything down to provide more room for your guests to move around. For plated or family style, please allow at least an hour for serving time. This time can vary depending on your guest count and venue space. Please partner with Savory Roots when creating your final timeline.

GRAZING TABLES

If you have chosen one of our grazing tables, we require that it is placed in a cool, shaded area if outside. This table is designed to be enjoyed from all sides, so we recommend centering it in the area, not placed up against a wall unless absolutely necessary (because of space issues). Please send all floor plans to our team so that we can work together to ensure it will be placed in the best possible location for your guests. Some events require more than 1 table pushed together for a long display. This all depends on the type of grazing display ordered and final guest count. For ALL grazing tables, we provide our own table(s) with a black linen, unless you have rented a specific table or your venue is providing one. Please partner with us on this plan.

DESSERTS

If you have ordered one of our delicious desserts to display for your guests to enjoy, display pieces are usually not included. Please partner with us to plan the location of these desserts and what type of display you plan on using so that our staff can set up according to your instruction. Once you confirm your timeline, it may be necessary to add additional service hours to keep our dessert stations open longer for guests to enjoy.



DINNERWARE AND NAPKIN RENTALS

If you have ordered one of our delicious desserts to display for your guests to enjoy, display pieces (customized to fit your decor/theme) are not included. Please partner with us to plan the location of these desserts and what type of display you plan on using so that our staff can set up according to your instruction. Once you confirm your timeline, it may be necessary to add additional service hours to keep our dessert stations open longer for guests to enjoy.

PLATED AND FAMILY STYLE PACKAGES

We have implemented some guidelines and requirements from our clients so we can provide the highest level of service for plated and family style dinners. Please partner with our team for this information as soon as possible. We begin planning these dinner services weeks in advance.

LINEN TABLECLOTHS & OTHER TABLETOP DECOR

If not rented through Savory Roots, we would prefer linen tablecloths & decor be set out on the tables before our arrival so that we can get right to setting out our dinnerware and/or linen napkins (if you have chosen to rent through us). We do not allocate enough time to set out any tablecloths or decor upon our arrival. Our service time normally ends before the end of reception, so we are unable to help assist in pulling decor and tablecloths off of guest tables.

TRASH POLICY

Depending on the venue of your event and contract with Savory Roots, we have put in place some policies regarding trash disposal. If the venue requires us to take the trash off premises, a trash disposal fee of \$250 must be added to your proposal for payment prior to the event. It may be required that we need to extend our service time (this is an additional charge) to the end of your event if caterers are in charge of taking all trash off the premises.



Please make sure to read through our catering policies before the event
www.savoryrootscatering.com/catering-policies

Other guides are available for Bar Service, Plated Dinner, Family Style and Station dinner packages. See our team for more information. Contact our team for any questions or concerns as you are finalizing these details!